

NOA 356 – SEPARATION-RIF

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Separation or open the existing 356 RPA from the Civilian Inbox.
2	<p>Complete the REQUESTING INFO Tab of the RPA:</p> <ul style="list-style-type: none"> Effective Date SSN (with dashes) NOA (use LOV or type it in) = 356 Authority Code (use LOV or type it in)
3	<p>Complete the REMARKS AND ADDRESS Tab of the RPA:</p> <ul style="list-style-type: none"> Part F – Remarks for SF-50: <p>REMARKS:</p> <p>M67 Forwarding Address:</p> <p>S51 RIF Notice Dated: _____.</p> <p>S58 No other work available.</p> <p>N27 Lump-sum payment to be made for any unused annual leave.</p> <p>N59 OPF retained by _____.</p> <hr/> <p>(If applicable)</p> <p>B53 Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHB coverage for up to 18 months.</p> <p>B46 SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).</p> <p>YDD Demonstration project salary above is equivalent to _____. Salary falls between step _____ and step _____.</p> <p>9S0 Demonstration Project exit grade is equivalent to GS _____.</p> <hr/> <p>(Choose One)</p> <p>N22 Entitled to \$_____ severance pay fund to be paid at the rate of \$_____ per week over _____ weeks beginning _____.</p> <p style="text-align: center;">OR</p> <p>N23 Not entitled to severance pay.</p> <p style="text-align: center;">OR</p> <p>Local A lump sum payment for severance pay under 5 U.S.C Section 5595(l)(1) has been requested and will be paid in the amount of _____.</p>

4	Click on <Save> icon to save
5	<p>Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window.</p> <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p><u>SEPARATIONS OTHER THAN RETIREMENT</u></p> <p>Drawdown Action ID = 0 <i>(Not applicable)</i> Severance Pay Amount – if applicable = <i>(enter as dollars and cents – i.e., \$25,000 input as 25000.00)</i> Severance Pay Weeks – if applicable = <i>(if lump sum severance pay, input " 0", otherwise input # of wks)</i> Severance pay Weekly Amount –if applicable = <i>(if lump sum severance pay, input " 0", otherwise, input weekly amount as dollars and cents, i.e., \$550.84 input as 550.84)</i></p> <p><u>SEPARATION AND RETIREMENT</u></p> <p>Reason for Separation (use LOV) Sep Pkg Status Indicator = 0 <i>(Not applicable)</i></p>
6	Close <Extra Information> window to return to the RPA.
7	Click on the <Save> icon to route the RPA or to Update HR.